



Communications Office

The City of Morgantown

Susan Sullivan, PCM
389 Spruce Street, Room 16
Morgantown, West Virginia 26505
(304) 284-7426 Fax: (304) 284-7430
ssullivan@cityofmorgantown.org

Media Guide

Hello, and thank you for your interest in the City of Morgantown! My name is Susan Sullivan, and I'm the Public Communications Manager. This media guide was created as a compilation of contacts, resources, and information that would help any reporter or student journalist find their way through our municipal government. I hope it can be of some help to you during your time reporting in Morgantown.

The Communications Office is responsible for sending out media releases, resources, and shared publications, all of which may be a potential story; however, it is not necessary to contact me first to pursue it. If you receive a press release about a weekend fire, for instance, you may directly contact the Fire Department during the hours listed without having to go through my office first.

Attached, you'll find a Resource Page with a list of my outgoing avenues. This includes:

- **City of Morgantown** on Facebook
- **@Morgantown_WV** on Twitter
- subscribe to **City of Morgantown** on YouTube or Google+
- City Meeting Audio on iTunes – just search for **City of Morgantown**
- **Council Connection** - A wealth of information for those interested in a quick glance at what happened.
- **Morgantown News & Neighborhood Newsletter** - summarizes what's coming up for the City on the Friday before a City Council meeting
- **Comcast Channel 15** – Morgantown's Government Access Channel
- **Granicus**, Morgantown's Streaming Video Archive

You can find links to all of this on the city's website, MorgantownWV.gov.

The next page is a City Hall Directory, so you know where to find your contact. After that is a City Organizational Chart, which can help you understand the municipal hierarchy, and a City Councilor Contact List.

The last pages are helpful contact information for adjacent municipalities, Public Safety departments, and City services that fall under the purview of the City.

Feel free to contact me with any questions you have, or if you'd like to get more acquainted with our city and its administrators. I can't wait to serve you!

Susan Sullivan
Public Communications Manager





The City of Morgantown

389 Spruce Street
Morgantown, WV 26505
www.morgantownwv.gov

MorgantownWV.gov

- Meeting Agendas
- Council information
- Council Connection
- Municipal Codes
- Citizens Request Manager
- Nixle Alerts
- eNewsletters
- Granicus Video
- Master City Meeting Calendar
- City Departments and their respective contacts, forms, program information
- Press Releases
- Film Permitting Info
- Coming soon: Business 101

RSS Feeds

- Get notified of any new posts on the city's website by adding the news page link to your Google Reader, Feedly, or any other RSS Feed program

eNewsletter

- Sign up at morgantownwv.gov > Government > Depts. > Communications > Morgantown Monthly
- Council Connection – news from CC Meetings
 - Neighborhood Notices
 - Public Safety Reports & Statistics
 - Airport News
 - City Manager Notes
 - Planning, Development information
 - City Program updates

Neighborhood eNewsletter

Sign up at morgantownwv.gov > Residents > Neighborhood eNewsletter

- Submitted Neighborhood Events
- Pictures & Videos from events
- Good News
- News that may impact neighborhoods
 - o Neighborhood Notices
 - o Public Safety
 - o Paving Projects
 - o Development

NIXLE

Text "Morgantown" to 888777 to sign up
Or visit local.Nixle.com/city-of-morgantown

- MUB Work
- Public Works Road Closures
- Emergency Communications

Text "Streetscape" to 888777 for Streetscape Construction Notices

COMCAST Channel 15

- Live Meetings
- Meeting Agendas and Changes
- City Council
- Planning
- BZA
- Program Info and Event Details
- Job Postings
- Neighborhood Associations
- BOPARC Information

Granicus

http://morgantown.granicus.com/ViewPublisher.php?view_id=2

- Video of public meetings held in Council Chambers

YouTube

<http://www.youtube.com/cityofmorgantown>

- Morgantown Minutes
- News Now – clips from City Council Meetings

iTunes

itunes.com/CityofMorgantown

- Podcasts of public meetings held in Council Chambers

Facebook & Google+

<http://www.facebook.com/CityofMorgantown>

- Meeting Agendas and Changes
- Links to Program Info and Event Details
- Job Postings
- News from MorgantownWV.gov
- Pictures of Events/News
- Share information, pictures, events from related accounts

Twitter

http://www.twitter.com/Morgantown_WV

- Retweet local events info from related accounts
- Meetings for the Day
- News
- Updates
- Road closures

Instagram

@Morgantown_WV

- Stylized pictures from around the City





The City of Morgantown

389 Spruce Street
Morgantown, WV 26505
www.morgantownwv.gov

City Hall Directory

FIRST FLOOR

FINANCE

1: Finance Director J.R. Sabatelli

CODE ENFORCEMENT

2: Chief Code Enforcement Officer Mike Stone

GRANT WRITING

2: Dave Bott

SECOND FLOOR

HUMAN RESOURCES

7: Director Debra Smyth

LEGAL

7: City Attorney Steve Fanok

7: City Attorney Brent Burton

THIRD FLOOR

CITY CLERK

10: City Clerk Linda Little

10: Deputy City Clerk Bethany Sypolt

PLANNING

12: Development Services Director Christopher Fletcher

12: Principal Planner

12: Administrative Assistant

CITY MANAGER

15: Administrative Assistant Carol Allen

15: City Manager Jeff Mikorski

15: Assistant City Manager of Operations Glen Kelly

PUBLIC COMMUNICATIONS

16: Public Communications Manager Susan Sullivan

URBAN LANDSCAPING

17: Urban Landscaping Specialist Marchetta Maupin

ENGINEERING & PUBLIC WORKS

18: Assistant City Engineer Damien Davis

21: Staff Engineer Trevor Lloyd

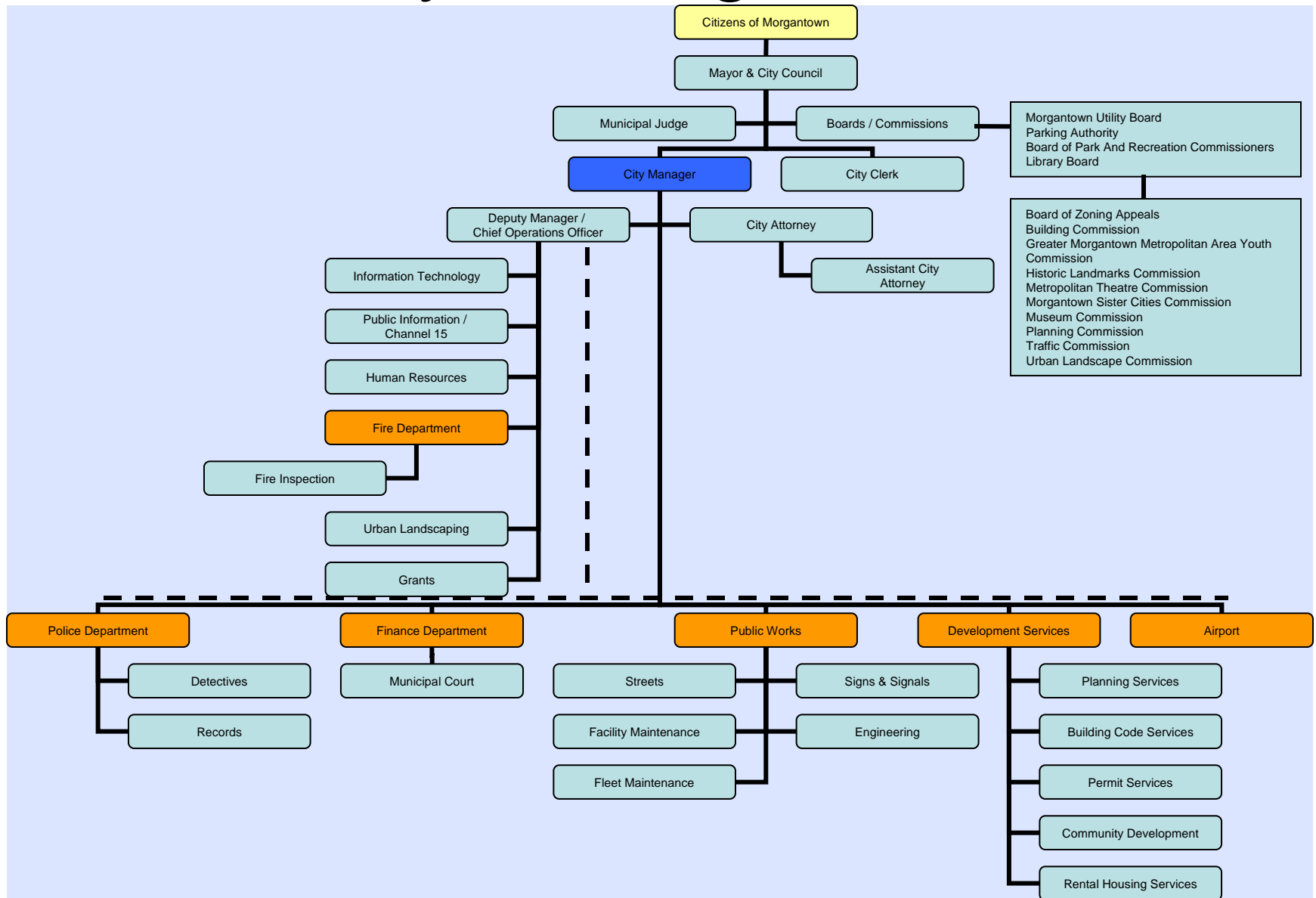
24: Engineer Rep 3: Margaret Frankenberg

26: Administrative Secretary Barbara Shellito

26: Public Works Director and City Engineer Terry Hough

26: Assistant Public Works Director Lyle Matthews

City of Morgantown



Morgantown City Council - updated 7/3/13

Public List

<u>Name/Address</u>	<u>Ward</u>	<u>Phone Number</u>
RON BANE 720 Astor Avenue Morgantown, WV 26501	1 Councilor citycouncilward1@cityofmorgantown.org	C - (304) 376-5518
BILL KAWECKI 324 Cobun Avenue Morgantown, WV 26501	2 Councilor citycouncilward2@cityofmorgantown.org	H - (304) 292-5154
WES NUGENT 126 Willowdale Road Morgantown, WV 26505	3 Councilor citycouncilward3@cityofmorgantown.org	H - (304) 291-3403
JENNY SELIN 1224 Fairlawns Ave. Morgantown, WV 26505	4 Mayor citycouncilward4@cityofmorgantown.org	C - (304) 685-6569
MARTI SHAMBERGER 812 Ridgeway Ave. Morgantown, WV 26505	5 Deputy Mayor citycouncilward5@cityofmorgantown.org	H - (304) 296-2090
MIKE FIKE 928 Vandalia Road Morgantown, WV 26501	6 Councilor citycouncilward6@cityofmorgantown.org	H - (304) 291-2766
NANCY GANZ 1276 Colonial Drive Morgantown, WV 26505	7 Councilor citycouncilward7@cityofmorgantown.org	H - (304) 599-0953

CITY OF MORGANTOWN Contacts

Morgantown City Offices

City of Morgantown
389 Spruce Street
Morgantown, WV 26505

As a rule of thumb, Morgantown City offices are open Monday through Friday, 8 a.m. to 5 p.m. with a lunch hour between 12 and 1 p.m. Most offices are closed during this time. These hours apply to the City Attorney's office, City Clerk's office, City Manager's office, Finance, Code Enforcement, Community Development and Public Works & Engineering. The heads of these departments do check their emails often, but a call first would be more effective. If no answer, a follow up email should do.

The City Communications office is open between the hours of 9 a.m. and 3 p.m. However, if the manager is out of the office during this time, she's available by cell phone at 304-290-5274.

Marchetta Maupin in Urban Landscaping is often busy out in the field. The best way to get in touch with that office is to call during regular business hours and leave a message, or send an email.

PUBLIC SAFETY BUILDING

(Police / Fire / Municipal Court / Parking Authority)
300 Spruce Street
Morgantown, WV 26505

Morgantown Police

Chief Ed Preston says he and his department are available for interviews Monday through Friday, during the day shift.

A day shift runs 7 a.m. to 3 p.m.
The afternoon shifts run 3 p.m. to 11 p.m.
Night shift is from 11 p.m. to 7 a.m.

Chief Preston said police officers will normally not be available on weekends due to low staffing. However, he welcomes shooting "save" or "hold" stories for the weekends, and is willing to tape multiple stories at once.

POLICE DEPARTMENT - 304-284-7522 (Emergency: Dial 911)

- Communications 304-284-7522
- Detectives 304-284-7454
- FAX (Dispatch) 304-284-7490
- Records 304-284-7493
- Special Services 304-284-7505
- Staff Services 304-284-7496
- Traffic 304-284-7492

Morgantown Fire

Chief Mark Caravasos says he is available Monday through Friday during regular business hours, 8 a.m. to 4 p.m. Any questions concerning department policy or administration should be directed to him during those times.

If you're looking for information about a fire, Chief Caravasos says the Duty Captain at Company 1 is available 24/7.

The Fire Marshall, Capt. Ken Tennant, is available Monday through Friday during regular business hours, 8 a.m. to 4 p.m.

Municipal Court

Hours

Weekdays: 8:00 a.m. to 5:00 p.m.

Court Clerk's Office Hours: Mon-Fri 8:00 am to 5:00 pm

Court Schedule:

First Monday of each month: 3:00 p.m.

Each Tuesday: 8:00 a.m.

Each Thursday: 3:00 p.m.

Second Thursday of each month: 5:00 p.m.

Plea Day: Second Wednesday of each month, 8:30 a.m.

MECCA 911

Deputy Director Michael Wolfe of the Monongalia County Office of Homeland and Security Management shares these avenues for gathering information on emergency calls in Monongalia County.

Media Log

This is a current up to date listing of calls reported and dispatched in Monongalia County. By clicking on the Incident Number listing on the left side, you can see responding units, times and status codes. If you are unsure of the meaning of a status listed in a call, you may click the Status Code link in the top right side of the main page. MECCA 9-1-1 Supervisors or Telecommunicators, will not release any further information than what is listed on this page. Please contact the appropriate agency listed for more information.

MECCA Media Policy

The local news media (newspaper, radio and television) has a duty and obligation to inform the public of noteworthy events that happen in Monongalia County. In return MECCA has a responsibility to inform the media of all such noteworthy events to the best of its ability. The media will seek information from time to time regarding incidents such as fires, vehicle accidents, flooding, etc. The following procedures are to be adhered to by all Telecommunicators and shift supervisors:

- Only the shift supervisor should handle media calls.
- All media calls should be handled in a courteous and forthright manner in accordance with the guidelines set forth in this operations memo.

Information normally provided to the media includes the following:

1. Time of the incident.
2. Nature of the incident.
3. Agencies dispatched to the incident.
4. Contact numbers for responding agencies, if requested.

The following information shall not be divulged to the media at any time unless authorized:

- Any information concerning fatalities. Refer all such calls to the responding law enforcement, EMS and fire agencies handling the incident.

- Information as to the extent of fire damage. Refer all calls to the Chief of the responding fire department.
- Number and/or nature of injuries during the course of an incident. Refer all calls to the Chief of the EMS and fire agencies handling the incident.
- Information regarding the suspicious nature of a fire. Such calls shall be referred to the responding fire department's Chief or the West Virginia State Fire Marshall's office.

If the activity in the communications center is of such high volume that speaking with a member of the media would be detrimental to MECCA operations, the shift supervisor shall ask the media caller to hold or call at a later time when the activity has lessened.

Should the shift supervisor encounter any difficulties in dealing with members of the media, such happenings shall be reported to the public information officer, who will then take the appropriate action necessary to rectify the problem.

During EOC activation all media calls are to be directed to the Public Communications Manager.

Other Municipalities in the Greater Morgantown Area

Westover City Hall Mayor Dave Johnson
304-296-6860 local.wv.gov/westover

Granville City Hall Mayor Patricia A. Lewis
304-599-5080 granvillewv.com

Star City City Hall Mayor Allen Sharp
304-599-3550 starcitywv.com

The City of Morgantown – General Contacts

A

ACCESSIBILITY COORDINATOR - 304-284-7405
FAX-304-284 -7430

CITY MANAGER - 304-284-7405
FAX (Manager's Office) -304-284-7430

AIRPORT MANAGER'S OFFICE 304-291-7461
FAX 304-291-7463

ANIMAL CONTROL 304-284-7405

City Animal Control contracted through the County K-9 adoption Center 304-291-7267

- Humane Society 304-296-6247
Humane Officer (Sheriff-Deputy) 304-296-6424
- DNR (Wild Animals) 304-367-2720
- Monongalia County Canine Adoption Center
106 Lockside Road Morgantown, WV 26505
Just across the Mon River Bridge, turn left onto River Road. About 1/2 mile out River Road, take your next Right. The Mon Canine Adoption Center is at the top of the hill past the recycling center.

ATTORNEY - 304-284-7451

B

BOPARC – 304-296-8356
Ice Arena – 304-292-6865
Wiles Hill Senior Center – 304-296-7002

BUILDING INSPECTIONS -304-284-7401

BUS (see Transit)

C

CHAMBER OF COMMERCE, Morgantown Area 304-292-3311
FAX 304-296-6619

CITY CLERK -304-284-7434

CONVENTION & VISITORS BUREAU – 304-292-5081 – www.tourmorgantown.com
FAX: (304) 291-1354
68 Donley Street
Morgantown, WV 26501

MUNICIPAL COURT -304-284-7487

D

Dominon Gas - 304-296-3481 – dom.com

E

CITY ENGINEER/PUBLIC WORKS -304-284-7412

- Building Maintenance Signs/Signals 304-291-7459
- Streets and Storm Drains 304-291-7465
- Public Works Emergency and After 3:30- 304-291-7471

FAX 304-291-7429

POLICE, FIRE AND AMBULANCE EMERGENCIES DIAL 911

F

FINANCE DEPARTMENT

- Purchase – 304-284-7421
- Payables -304-284-7419
- Fire Fees -304-284-7417
- Business & Occupation Tax/Business License -304-284-7488
- Cashier -304-284-7408

FIRE DEPARTMENT -304-284-7480 (Emergency – dial 911) – www.morgantownfd.org

- Training -304-284-7485
- Prevention -304-284-7486
- South High Station – 5pm-8am 304-291-7475
- Wiles Hill Station 304-291-7479
- Norwood Station 304-291-7482

H

HEALTH

- County Health Department 304-598-5100
- Morgantown CRISIS 304-291-7483

L

MORGANTOWN PUBLIC LIBRARY – 304-291-7425 - morgantown.lib.wv.us
373 Spruce Street
Morgantown, WV 26505

Hours

Mon-Tues-Wed – 9:00 a.m.till 8:00 p.m.

Thur 9:00 a.m. till 5:00 p.m.
Fri 10:00 a.m. till 2:00 p.m.
Sat 10:00 a.m. till 5:00 p.m

Hours of Operation Vary at Branch Locations

- Browns-Halleck 304-291-0703
- Cheat 304-594-1020
- Clay Battelle 304-432-8531

M

Main Street Morgantown - 304-292-0168 – downtownmorgantown.com

Mon Arts Center – monarts.com

P.O. Box 239
107 High Street
Morgantown, WV 26507
(304) 292-3325 Office
(304) 292-3326 Fax
info@monartscenter.com

Hours

Monday - Friday 11 am - 7 pm
Saturday 11 am - 4 pm
Sunday by appointment only

Mon Power (First Energy Corporation) (24 hr.) 1-888-LIGHTSS (1-888-544-4877) – firstenergycorp.com

MPO (Morgantown Monongalia Metropolitan Planning Organization) - 304-291-9571 – plantogether.org
Office at Morgantown Municipal Airport
Hartman Run Road (off Mileground)

P

PARKING AUTHORITY - 304-284-7436 / 304-284-7437 - parkmpa.com

PERSONNEL (HUMAN RESOURCES, Jobs) - 304-284-7451

CITY PLANNER - 304-284-7431

POLICE DEPARTMENT - 304-284-7522 (Emergency: Dial 911)

- Communications 304-284-7522
- Detectives 304-284-7454
- FAX (Dispatch) 304-284-7490
- Records 304-284-7493
- Special Services 304-284-7505
- Staff Services 304-284-7496
- Traffic 304-284-7492

R

RECREATION (BOPARC) 304-296-8356 – boparc.org
FAX 304-296-8357

- Ice Rink 304-292-6865
- Senior Center 304-296-7002
- Krepps Pool 304-599-3362
- Marilla Pool 304-292-1743

S

SANITATION

- Republic Services (Allied Waste/BFI) 1-304-366-8900 or morgantownwv@republicservices.com
- Monongalia County Solid Waste Authority 304-292-3801
FAX 304-291-7288

T

TRANSIT

- Mountain Line Transit Authority – busride.org
DuPont Road
Morgantown, WV 26501
304-296-3680
Fx: 304-291-7429
office@busride.org
Office Hours: 8:00 AM - 5:00 PM (Closed 12:00 - 1:00 PM) Monday - Friday
- ACT (paratransit) Bus 304-293-7278

U

UTILITY BOARD

- Morgantown Utility Board (MUB) 304-292-8443 – mub.org
- Wastewater Treatment Plant 304-599-2111
- Water Treatment Plant 304-296-4322
- FAX 304-292-1526

W

WVU Operator 304-293-0111